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Weekly Report for Week Ending 6 August 1958
from
RECORDS DISPOSITION BRANCH

1. Contributions

25X1A9a a. OSI [REDACTED]

Audit of the revised Records Control Schedule was completed. Schedule was approved and returned to OSI for implementation.

2. Assignments

25X1A9a a. Legislative Counsel [REDACTED]

Records Control Schedule was delivered to Mr. [REDACTED] for review. 25X1A9a
He indicated that the schedule would be held up until [REDACTED] 25X1A13a
returned from her vacation and had a chance to review it.

b. OTR Records Control Schedule [REDACTED] 25X1A9a

25X1A6a ✓ The schedule for Site II, [REDACTED] has been returned approved.
This completed the coordination and approval of the entire OTR
schedule with the exception of the final approval of the DTR.
This will be resolved within the week.

New
OTR Headquarters received 7-4 drawer letter safes as replacements
for 7 legal safes. Upon receipt of an additional 6-4 drawer letter
safes the same amount will be returned to stock. This action will
bring to 15 the total amount of legal safes returned to stock by
OTR.

c. OCR Records Clean-Up Campaign [REDACTED] 25X1A9a

Inaugurated 1 August by OCR Notice from AD/CR to all OCR employees
urging their participation and a more detailed instruction and
reporting requirement to each Division Records Officer from ARO.
Continued assistance to ARO included:

- (1) Personal visit to each Division Records Officer to distribute
stickers stressing cost of records-keeping equipment and urging
turn-in to save employees' tax dollars.
- (2) Obtained price list from OL for use in establishing replacement
cost of OCR's 12,551 pieces of equipment and turn-ins for
campaign promotion.
- (3) Coordinated with OS/PSD who may need to assign extra trucks
and crew to "Burn Bag" collection detail for OCR buildings
during campaign 4-15 August.

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Results to date are encouraging. One example:
IR has obtained 250 card-size boxes (a new Records Center service) for use in retiring WH Industrial Register files en bloc.

3. News

25X1A6a a. Approximately 24 feet of inactive financial records will be transferred from [REDACTED] to the Records Center within the week. This action institutes a new procedure whereby Class A Station Accounting records which cannot be destroyed at the present time will be retained at [REDACTED] for a two year period and then transferred to the Records Center for retention. On a visit to [REDACTED] the ARO/TR destroyed 60 cu. ft. of material in accordance with the instructions in the Records Control Schedule.

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✓ b. Plans are still going ahead for the installation of Shelf filing in Security, the initial shipment date of 14 August is still firm. Meanwhile, new lighting fixtures are to be installed and protective screening put up on all sides of the wing. In addition, two vertical numbering machines have been ordered and will be used in the assignment of six digit numbers to the investigative case folders maintained by Security.

Must c. In coordinating OCR Clean-Up Campaign with OS/PSD, I learned that CIA picks up and destroys an average of 7500 pounds of classified trash every working day. This amounts to 937.5 tons per year, a significant measure of our total records creation problem.

d. National Archives is about to formally propose destruction of certain OSS property records in their custody. RI/Archives will be consulted on this matter before final action is taken.

25X1A9a e. Mr. [REDACTED] Duffey, Mr. Kane and Mr. Whipp are on vacation.

[REDACTED]

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